

GOVERNMENT OF THE DISTRICT OF COLUMBIA
D.C. Office of Personnel

District Personnel Manual Issuance System

This instruction should be filed
behind the divider for Part III
of DPM Chapter(s) 8

DPM Instruction No. 8-47

SUBJECT: Evaluation of Career Service Employees
Serving a Probationary Period

Date: May 30, 2003

Note: This instruction supersedes DPM Instruction No. 8-7, dated January 1986.

1. Purpose

The purpose of this instruction is to provide assistance to managers and supervisors in adhering to the requirement to evaluate a probationary employee upon completion of his or her third (3rd), sixth (6th) and ninth (9th) months of probationary service and to facilitate the evaluation of the employee during the final three (3) months of probationary service. The DCSF-12A, *Evaluation of Probationer*, which is attached to this instruction, may be used for this purpose.

2. Authority

The authority for this instruction is § 813 of Chapter 8 of the District Personnel Manual (DPM), Career Service, and § 6.3 of Subpart 6 of the Part II of Chapter 8 of the DPM.

3. Applicability

This instruction applies to Career Service employees in appointments subject to completion of a probationary period, including Career Service employees completing a probationary period upon initial appointment to supervisory positions. This instruction does not apply to Career Service employees serving under temporary appointments or under Temporary Appointments Pending Establishment of a Register (TAPER), or employees in the following Services: Legal Service, Excepted Service, Management Supervisory Service, and Executive Service. Uniformed members of the Metropolitan Police and Fire and Emergency Medical Services Departments are also excluded.

4. Evaluation of probationers using D.C. Standard Form 12A

- a. The *Evaluation of Probationer* (DCSF 12A) should be used to evaluate each covered employee during his or her probationary period and should be completed by the immediate supervisor every three (3) months. This form is available as a template and may be accessed via the D.C. Office of Personnel (DCOP) intranet site at <http://dcop.in.dc.gov>. Completed forms **are not** filed in the employee's Official Personnel Folder (OPF).

Note: DPM Instructions that are strictly procedural in nature have direct applicability only to agencies and employees under the personnel authority of the Mayor. Other personnel authorities or independent agencies may adopt any or all of these procedures or guidance materials for agencies and employees under their respective jurisdictions. [See DPM Chapter 2, Part II, Subpart 1, § 1.3.]

Inquiries: Performance Management Unit (202) 727-1665

Distribution: Heads of Departments and Agencies, HR Advisors, and DPM Subscribers

Retain Until Superseded

5. Instructions for completing D.C. Standard Form 12A

These instructions were created to guide supervisors through the process of completing the *Evaluation of Probationer* DCSF 12A.

a. Part I – General

Complete the following information:

- (1) Employee's Name
- (2) Position Title
- (3) Grade/Step
- (4) Probationary Period: Provide the beginning and ending dates of the probationary period
- (5) Agency: Provide the agency name and agency code

b. Part II – Evaluation Factors

Complete the following steps:

- (1) Place a mark next to each rating sub-factor that is pertinent to the position.
- (2) Rate the sub-factors that are pertinent to the position according to the following:
 - (a) A plus sign (+) indicates that the employee is strong in the sub-factor.
 - (b) A check sign (✓) indicates that the employee's performance is acceptable in a the sub-factor.
 - (c) A minus sign (-) indicates that the employee needs improvement in the sub-factor.

c. Part III – Recommendation

Following each quarterly evaluation, the supervisor shall do the following:

- (1) Provide the dates that mark the beginning and the end of the quarter.
- (2) Mark one (1) box to indicate whether the employee should be retained or terminated.
- (3) Provide appropriate comments.
- (4) Sign and date the recommendation.

6. Contact

For additional information, please contact the Performance Management Unit in the DCOP at (202) 727-1665.

Judy D. Banks
Interim Director of Personnel



GOVERNMENT OF THE DISTRICT OF COLUMBIA

DC Office of Personnel

Evaluation of Probationer



PART I GENERAL

1. EMPLOYEE'S NAME: Last		First	Middle Initial
2. TITLE	3. GRADE / STEP /	4. PROBATIONARY PERIOD: Beginning Date:	Ending Date:
5. AGENCY NAME (SORTED BY AGENCY CODE)			

PART II EVALUATION FACTORS

- Place a mark next to each rating sub-factor that is pertinent to the position.
- Rate the sub-factors that are pertinent to the position according to the following:
 - A plus sign (+) indicates that the employee is strong in a sub-factor.
 - A check sign (√) indicates that the employee's performance is acceptable in a sub-factor.
 - A minus sign (-) indicates that the employee needs improvement in a sub-factor.
- Determine the ratings for each major factor, as well as their overall performance rating.

FACTORS FOR RATING	3-Month / 1 st Quarter Evaluation Date:	6-Month / 2 nd Quarter Evaluation Date:	9-Month / 3 rd Quarter Evaluation Date:	12-month / 4 th Quarter Evaluation Date †
QUANTITY:				
<input type="checkbox"/> Amount of Work				
<input type="checkbox"/> Completion of Work on Schedule				
QUALITY:				
<input type="checkbox"/> Accuracy				
<input type="checkbox"/> Neatness of Work Product				
<input type="checkbox"/> Thoroughness				
<input type="checkbox"/> Judgment				
<input type="checkbox"/> Oral Expression				
<input type="checkbox"/> Written Expression				
WORK HABITS:				
<input type="checkbox"/> Observance of Work Hours				
<input type="checkbox"/> Attendance				
<input type="checkbox"/> Observance of Rules Including Safety				
<input type="checkbox"/> Economy of Time and Materials				
<input type="checkbox"/> Compliance With Work Instructions				
<input type="checkbox"/> Orderliness of Work				
<input type="checkbox"/> Job Interest				
<input type="checkbox"/> Initiative				
<input type="checkbox"/> Resourcefulness				
PERSONAL RELATIONS:				
<input type="checkbox"/> Cooperation with Co-workers (<i>Internal Customer Service</i>)				
<input type="checkbox"/> Dealing with the Public (<i>External Customer Service</i>)				
<input type="checkbox"/> Personal Habits				
ADAPTABILITY:				
<input type="checkbox"/> Performance in New Situations				
<input type="checkbox"/> Performance in Emergencies				
SUPERVISION AND PLANNING[†] Effectiveness In:				
<input type="checkbox"/> Planning Broad Programs				
<input type="checkbox"/> Adapting Work Program to Broader or Related Programs				
<input type="checkbox"/> Devising Procedures				
<input type="checkbox"/> Laying Out Work Establishing Standard of Performance for Subordinates				
<input type="checkbox"/> Directing Reviewing and Checking Work of Subordinates				
<input type="checkbox"/> Instructing Training and Developing Subordinates in work				
<input type="checkbox"/> Promoting High Morale				
<input type="checkbox"/> Delegating Clearly Defined Authority to Act				
<input type="checkbox"/> Decision-Making Process				
<input type="checkbox"/> Determination and Utilization of Manpower and Materials				
<input type="checkbox"/> Efforts to ensure EEO in all appropriate aspects of Recruitment, Hiring, Training, Promoting, Recognition, etc.				
OTHER (Specify):				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
OVERALL QUARTERLY PERFORMANCE RATING:				

† Fourth quarter evaluations should be conducted before the employee's 50th week of service, so that terminated employees may be given 2-weeks notice.

Complete only in the case of a Career Service employee completing a probationary period upon initial hire as a supervisor.



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DC Office of Personnel
Evaluation of Probationer



PART III RECOMMENDATION

Following each quarterly evaluation, the supervisor shall do the following:

1. Provide the beginning and the ending dates of each quarter.
2. Mark one box to indicate whether the employee should be retained or terminated.
3. Provide appropriate comments.
4. Sign and date the recommendation.

1st QUARTER RECOMMENDATION	Beginning Date: _____, _____	Ending Date: _____, _____
Recommendation:	<input type="checkbox"/> Retain	<input type="checkbox"/> Terminate*
Comments:		
Supervisor's / Rater's Name & Signature	Title	Date

**If checked, submit this form and DCSF 52 to the Agency Human Resource Advisor.*

2nd QUARTER RECOMMENDATION	Beginning Date: _____, _____	Ending Date: _____, _____
Recommendation:	<input type="checkbox"/> Retain	<input type="checkbox"/> Terminate*
Comments:		
Supervisor's / Rater's Name & Signature	Title	Date

**If checked, submit this form and DCSF 52 to the Agency Human Resource Advisor.*

3rd QUARTER RECOMMENDATION	Beginning Date: _____, _____	Ending Date: _____, _____
Recommendation:	<input type="checkbox"/> Retain	<input type="checkbox"/> Terminate*
Comments:		
Supervisor's / Rater's Name & Signature	Title	Date

**If checked, submit this form and DCSF 52 to the Agency Human Resource Advisor.*

4th QUARTER RECOMMENDATION[†]	Beginning Date: _____, _____	Ending Date: _____, _____
Recommendation:	<input type="checkbox"/> Retain	<input type="checkbox"/> Terminate*
Comments:		
Supervisor's / Rater's Name & Signature	Title	Date

[†] Fourth quarter evaluations should be conducted before the employee's 50th week of service, so that terminated employees may be given 2-weeks notice.

**If checked, submit this form and DCSF 52 to the Agency Human Resource Advisor.*